

## iCal

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### Create a new Calendar

- Go to File, New Calendar
- Select a color (change by clicking the color selector in the information pane)
- Name Calendar (school, family, personal, etc.)

### Add a new event

- Click on day to add the event in
- File, New Event or double-click on the date
- Type event title or select (double click on) New Event in the information pane
- Wrong day? Click and drag to correct day

### Events options in information pane

- All day (check box)
- Set time for beginning/end
- Repeat event (daily, weekly, monthly, or custom)
- Calendar to link to
- Alarm
  - Send e-mail message (make sure you have yourself in your address book)
  - Send message with or without sound
  - Open a file (document, ie)

### Delete an event

- Click on event on calendar
- Press delete key on keyboard

### Export a calendar

- To attach in an e-mail, ie. to send to someone
- Go to File, Export—choose destination

### Receiving a calendar

- Open iCal
- Go to File, Import
- Select iCal file, choose calendar to add dates to

### Back up iCal

- Go to File, Back up iCal
- Navigate to a folder to save your data
- Click Save

### Print your calendars

- Go to File, Print
- Remove checkmarks from Calendars you do not want to display